## Knowledge Center Operational Group (KCOG) Tips

## Accessing Rosters and People's Names

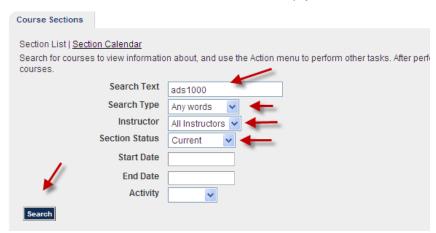
## Step 1: Follow the trail:

Home >> Administration >> Manage Training >> Instructor Tools

Step 2: Put the selected course number in the search text, select any words on search type, choose all instructors, choose current, the click search.

## Instructor Tools

Use the Section List to search for classroom courses in order to edit scores, view the roster, send emails classroom course sections in calendar format. The information that displays in both the Section List and S



Step 3: Choose the appropriate section or event and hit go. The roster will populate.

